

Creating an Adoption Assistance Agreement

Note: Assignment to the child's Pre-Adoptive case is needed in order to create an agreement.


Note: To create an agreement, the child must have an out of home placement, an approved Child & Adolescent Needs & Strengths (CANS), and a Foster Care Rate.

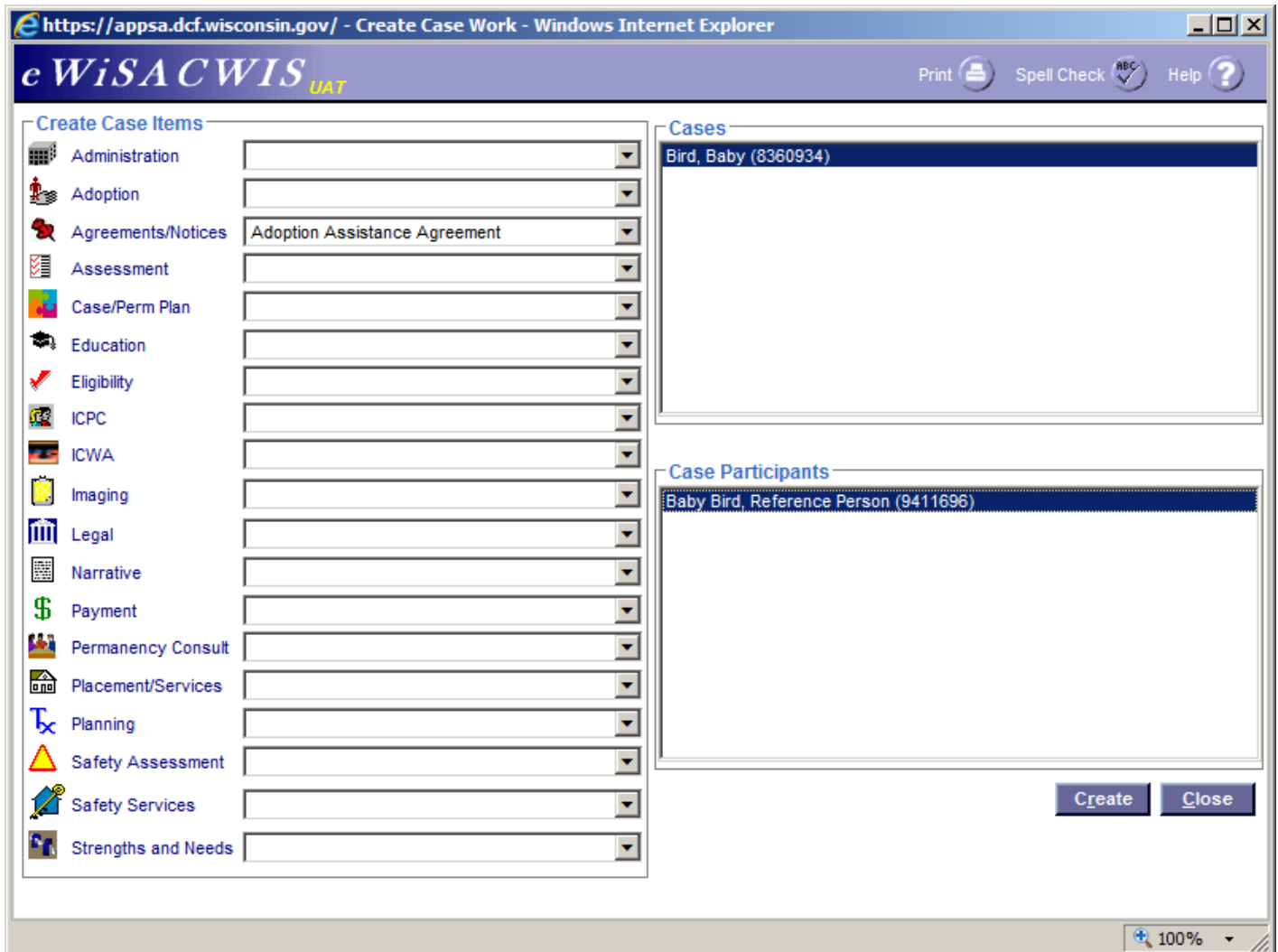
Related Quick Reference Guides

[Adoption Assistance Amended Agreement](#)

[Ending an Adoption Assistance Agreement](#)

[Reopening an Adoption Assistance Agreement](#)

1. From the desktop, select Create > Case Work or click the Case Work button  to open the Create Case Work page.
2. On the Create Case Work page, select 'Adoption Assistance Agreement' from the Agreements/Notices drop-down. Select the appropriate Case and Participant and click Create to open the Adoption Assistance Agreement page.



The screenshot shows the 'Create Case Work' page in the eWiSACWIS UAT application. The browser address bar displays 'https://apps.dcf.wisconsin.gov/ - Create Case Work - Windows Internet Explorer'. The application header includes the 'eWiSACWIS UAT' logo and navigation links for 'Print', 'Spell Check', and 'Help'. The main interface is divided into two primary sections: 'Create Case Items' on the left and 'Cases' on the right. The 'Create Case Items' section features a list of categories with corresponding icons and dropdown menus. The 'Agreements/Notices' category is selected, showing 'Adoption Assistance Agreement' in the dropdown. The 'Cases' section displays a list of available cases, with 'Bird, Baby (8360934)' selected. Below the cases, the 'Case Participants' section shows 'Baby Bird, Reference Person (9411696)' selected. At the bottom right of the main content area, there are 'Create' and 'Close' buttons. The status bar at the bottom indicates a zoom level of 100%.

Create Case Items	Cases
Administration	Bird, Baby (8360934)
Adoption	
Agreements/Notices: Adoption Assistance Agreement	
Assessment	
Case/Perm Plan	
Education	
Eligibility	
ICPC	
ICWA	
Imaging	
Legal	
Narrative	
Payment	
Permanency Consult	
Placement/Services	
Planning	
Safety Assessment	
Safety Services	
Strengths and Needs	

Case Participants
Baby Bird, Reference Person (9411696)

Create Close

- Enter information for the Adoption Assistance Agreement. The agreement is divided into the following group boxes: Agreement Information, Adoption Assistance Payee, Supplemental Rate, and Payment Information. The following describes both pre-filled and user entered fields for each group box.

Agreement Information

Case Participant: [Bird, Baby \(9411696\)](#) Date of Agreement: 06/01/2014

Agreement Type: Adoption Assistance Agreement Estimated End Date: 09/06/2029

Adoption Subsidy Type: MA w/subsidy amount Agreement Amount: \$620.00

Applicable Exceptions:

☐ Age (10+) ☐ Child at High Risk ☐ Member of a Minority Group ☐ Sibling Group (3+ Placed Together)

Provider Name: [Robin, Sue \(8018849\)](#) County: State

Adoption Assistance Payee

Payee Name Type: Parent 1 or Parent 2 Payee Name: Sue Robin or Bob Robin

Supplemental Rate

CANS Effective Date: 02/15/2014 Supplemental Points: 15 Supplemental Rate: \$120.00

Payment Information

Basic: \$375.00
Supplemental: \$120.00
☒ Exceptional: \$125.00

Payment Justification:
Enter justification here...

Options:

A. Agreement Information

- Case Participant: Prefills with the child's name as a hyperlink (to Person Management).
- Date of Agreement: User entered date the Adoption Assistance Agreement starts, and when payment begins.
- Agreement Type: Defaults to Adoption Assistance Agreement.
- Estimated End Date: Prefills the date of the child's 18th birthday.
- Adoption Subsidy Type: Select the value to designate the type of subsidy specific to the agreement.
- Agreement Amount: Prefills with the total of the Basic, Supplemental, and Exceptional amounts.

Note: To qualify for an adoption subsidy (MA w/ subsidy amount), at least 5 CANS items (used in the rate algorithm) must be rated as a 2 or 3 unless the child qualifies for at least one Applicable Exception:

Applicable Exceptions:

- ☐ Age (10+) ☐ Child at High Risk ☐ Member of a Minority Group ☐ Sibling Group (3+ Placed Together)

- Provider Name: Pre-fills the current provider's name as a hyperlink (to Provider Management).
- County: Prefills County.

B. Adoption Assistance Payee

- Payee Name Type: Select a value from the drop-down. The payee name type remains enabled after approval of the Adoption Assistance Agreement. The adoption payee(s) selected on the agreement will pre-fill into the AAFC Adoptive Home service page.

Note: If two parents are listed on the agreement, select the 'Parent 1 or Parent 2' value.

C. Supplemental Rate:

- Prefills information from the most recent approved CANS.

Note: There is a separate rate algorithm from CANS for foster care and adoption assistance. As a result, there may be a slight difference in the Supplemental Points and Supplemental Rate amount.

D. Payment Information:

- Basic Rate: Prefills basic rate based on the age of the child at the time of the agreement.
 - Supplemental: Prefills amount based on the most recent, approved CANS.
 - Exceptional: If applicable, select the Exceptional checkbox and enter an amount. Provide an explanation in the Payment Justification narrative box. Refer to policy for details on acceptable justifications.
4. Once all information is entered, select 'CFS 75' from the Options drop-down to launch and print the Adoption Assistance Child, Family and Payment Summary Information template. Click Close and Return to eWiSACWIS to return to the Adoption Assistance Agreement Page.

The screenshot shows the eWiSACWIS UAT web application in a Windows Internet Explorer browser. The URL is https://apps.dcf.wisconsin.gov/. The page title is "Adoption Assistance Agreement". The form is divided into several sections:

- Agreement Information:** Includes fields for Case Participant (Bird, Baby (9411696)), Agreement Type (Adoption Assistance Agreement), Adoption Subsidy Type (MA w/subsidy amount), Date of Agreement (06/01/2014), Estimated End Date (09/06/2029), Agreement Amount (\$620.00), Applicable Exceptions (Age (10+), Child at High Risk, Member of a Minority Group, Sibling Group (3+ Placed Together)), Provider Name (Robin, Sue (8018849)), and County (State).
- Adoption Assistance Payee:** Includes Payee Name Type (Parent 1 or Parent 2) and Payee Name (Sue Robin or Bob Robin).
- Supplemental Rate:** Includes CANS Effective Date (02/15/2014), Supplemental Points (15), and Supplemental Rate (\$120.00).
- Payment Information:** Includes Basic (\$375.00), Supplemental (\$120.00), and Exceptional (\$125.00) rates. It also has a checkbox for Exceptional and a Payment Justification text area.
- Options:** A dropdown menu showing "CFS-75" with a "Go" button.

At the bottom right, there are "Save" and "Close" buttons. A status bar at the bottom shows "100%" zoom.

5. Next, send the Adoption Assistance Agreement for approval by selecting 'Approval' from the Options drop-down and clicking Go. On the Approval History page, select the Approve radio button and click Continue to return to the Adoption Assistance Agreement page. Click Save on the Adoption Assistance Agreement page to send for approval.
6. Upon supervisory approval, eWiSACWIS will automatically:
 - End the existing AAFC Foster Home Out of Home Placement as of the day before the date of agreement.
 - Create an AAFC Adoptive Home Non-Paid Out of Home Placement with a begin date of the date of agreement.
 - Create a fully approved AAFC Adoptive Home Service. The begin date of the Service will be set to the Date of Agreement and the child-specific rate will be set to the agreement amount.

Note: The AAFC Adoptive Home Service cannot be ended manually; it can only be ended by ending the Adoption Assistance Agreement.